

STATE HISTORICAL RECORDS ADVISORY BOARD

Minutes

The State Historical Records Advisory Board (SHRAB) met on August 27, 2003 at 12:30 p.m. in the Board Room at the Kentucky Department for Libraries and Archives (KDLA). Board members present were: Richard Belding, Coordinator; Barbara Teague, Deputy Coordinator; Rebecca Ryder, University of Kentucky (UK); Mary Margaret Bell, Jefferson County Public Schools (JCPS); Sue Lynn Stone, Western Kentucky University (WKU); Yvonne Baldwin, Morehead State University (MSU); William Mulligan, Murray State University (Murray SU); and Mary Winter, Kentucky Historical Society (KHS). Also present was Connie Renfroe, Public Records Division Secretary. Not present was Dr. James Greene, Harlan Independent Schools.

The minutes of May 28, 2003 were reviewed. Bell motioned to accept the minutes, seconded by Ryder. Motion carried.

Teague gave an update on the work progress of the Archives Week Coordinating Committee for 2003. Teague, who is representing SHRAB and KDLA, and Jim Cundy, chair of the Kentucky Council on Archives (KCA), are co-chairing the Archives Week Coordinating Committee. An e-mail to KCA members and the public libraries list serve to announce Archives Week, October 5-11, 2003, has been sent out. Work is being done to update the Archives Week website. Commemorative Archives Week bookmarks are ready for printing, but KDLA is awaiting approval from the Finance Cabinet, before it can proceed with the printing. Larry LaFollette, Southeast Community College (SOUCC), volunteered to help with designing posters based on the artwork used on the bookmark. Work is being done on drafting a proclamation for the Governor's signature and for other local governments to use as a guideline. The Committee will be drafting press releases to send to newspapers, newsletters, the Kentucky Association of Teachers (KATH), the Kentucky Council for Social Studies (KCSS), the Kentucky

Education Association (KEA), the Kentucky league of Cities (KLC), and the Kentucky Association of Counties (KACo) soliciting nominations. The Thomas D. Clark Award will not be presented every year; however, this year, the Committee unanimously agreed to present the award to an individual of true merit and of substantial achievement, Dr. Lowell Harrison, retired professor at WKU. Dr. Harrison is the author of numerous books on Kentucky history and has made many contributions to WKU's special collections. Dr. Harrison has mentored many students to use manuscript collections and to be advocates in their communities. WKU will host an event that will honor Dr. Harrison on September 28, 2003. In the recognition of the contributions and the help he has given to the Kentucky Library and Museum, WKU will be naming the Kentucky Library's reading room in his honor. It will be named the Baird-Harrison Reading Room. Stone agreed to present the Thomas D. Clark award to Dr. Harrison at this event. The Committee had previously agreed to award certificates of recognition for achievement to institutions, programs, or people for writing or other productions, teaching at all levels, a private citizen or organization, towards Archives in Kentucky, but as the Thomas D. Clark award will be presented this year, the Committee will not be presenting any certificates this year. Mulligan made a motion to endorse the Committee's decision to present the Thomas D. Clark award to Dr. Harrison. Baldwin seconded the motion. Motion carried. Winter announced that KHS has acquired an important collection, a frontier archival/artifactual collection, which has been in the same family since the 1780's. Original materials from this collection will be displayed at KHS during Archives Week. The centerpiece of the collection is the 1775 journal of William Caulk's trip from Prince William, Virginia, to Boonesboro. Bell said she is working on updating website links for the Archives Week website. The SHRAB website will list the National Historical Publications and Records Commission (NHPRC) grants awarded to Kentucky to date. Belding stated that SHRAB would encourage repositories to contact local city or county governments to do a joint proclamation. Ryder agreed to have the Thomas D. Clark award printed at the King Library Press at UK. Nancy DeMarcus from the Archives Week Committee will work with the King Library Press.

The next scheduled meeting date for SHRAB is November 13, 2003. The Archives Week Committee will meet that same day, prior to the SHRAB meeting.

Two pre-submission drafts of grant proposals for the NHPRC were submitted by the Kentucky Historical Society and Berea College. Both grant proposals are for arrangement and description of patrons of their archival collections. The subcommittee members of SHRAB (Belding, Teague, Ryder, Bell and Greene) will review the grant proposals and make recommendations for changes before final submission to NHPRC. Belding asked that subcommittee members return their evaluations by September 8, 2003. Deadlines to NHPRC for these grant proposals is October 1, 2003. The SHRAB has six weeks to review the grant proposals, following that date, and a decision by NHPRC should be made by the following spring as to whether NHPRC will fund these grants.

Teague said the SHRAB will submit another NHPRC grant proposal for 2004 for \$10,000. \$4,000 will be used to cover administrative costs, \$3,000 will be used to fund two SAA workshops in conjunction with KCA and \$3,000 will be used to fund a video script writer for pre-production of a video promoting archival records in Kentucky and the role of the SHRAB. This grant proposal will be submitted to NHPRC on September 2, 2003. Stone moved to submit this grant proposal to NHPRC, seconded by Bell. Motion carried.

The Board discussed the partnership organizations listed on the Strategic Plan. Baldwin said she had contacted the Kentucky Association of Teachers of History (KATH) and the Kentucky Council for the Social Studies (KCSS) and both have agreed to act as partners. Both of these organizations have conferences in September, 2003 and are willing to include materials relating to Archives Week in their packets for mailing. Both of these organizations have websites and are willing to link with the SHRAB and Archives Week websites. KATH agreed to print an article in their newsletter about the SHRAB and/or Archives Week. Mulligan, who is president of the Kentucky Association of Museums (KAM), agreed to work with the newsletter editor of KAM to promote Archives Week and SHRAB in their newsletter. At their next annual meeting in Lexington, KAM plans to have a session on archival issues. Winter said she spoke with KHS's Kate Hesseldenz about including SHRAB and Archives Week information in their newsletter, the Circuit Rider. KHS's Carrie Dowdy, Kentucky's National History Day coordinator, was excited about partnerships with the SHRAB. They will be having workshops in January, geared towards documents initiatives and would be willing to distribute any

SHRAB information or materials. The audience would primarily consist of teachers. Larry LaFollette, SOUCC, has also been working indirectly with the SHRAB in the development of an introductory program for teaching archives and records management to people who do not have access to classroom opportunities in their communities. Belding reminded members that one of the items the SHRAB requested in the NHPRC grant was funding to host two workshops. If funding is provided, these workshops would provide another opportunity to make people aware of policy developments, electronic records issues, and recommendations for the management of records in a particular format. Ryder stated that she will be presenting a session on the SHRAB and will showcase the website at the Kentucky Library Associations' (KLA) fall meeting in October. She is also working with the Kentucky Virtual Library (KYVL) to share information at one of its conferences. Mulligan said that MSU received a Teaching American History (TAHOE) grant, through the Department of Education, which allows training and workshops in helping to keep teachers in best practices in teaching history and its importance. The Ohio Valley History Conference held in October, is another conference that may be willing to distribute information. Mulligan also suggested gathering collections of documents into packets that could be made readily available for distribution to teachers. Teague said SHRAB would be given 10-15 minutes on the KCA fall meeting program in October. Bell said that at the Society of American Archivists annual meeting, which she attended in August, Max Evans, NHPRC Executive Director, stated that NHPRC would be striving to get more funding for regrants.

There being no further business to discuss, the meeting was adjourned.